



## TAY TOWNSHIP PUBLIC LIBRARY REQUIRES A

### ***Circulation Clerk (1 part time position available)***

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The Township of Tay is located in north Simcoe County on the shores of Severn Sound (Georgian Bay) and is a rural and small urban municipality. The Tay Library has three branch libraries in Port McNicoll, Victoria Harbour and Waubaushene and serves a permanent population of 9,232.

Reporting to the Branch Librarian, the Circulation Clerk is a part time position with regularly scheduled thirteen (13) hours per week, evenings and Saturdays plus fill in as relief for staff vacation and sick leave as required. The Circulation Clerk is responsible to provide good customer service to patrons of all ages.

Qualifications for the position include good interpersonal and communication skills. Computer experience is required (Microsoft products). Experience in a computerized cataloguing environment and/or a Library Technician Diploma or EXCEL certificate or equivalent would be an asset. The successful candidate will have excellent time management skills and possess a Class "G" Driver's License.

We offer a competitive rate in an interesting and positive work environment.

A complete job description is available upon request by contacting the undersigned or viewing the Tay Township website ([www.tay.ca](http://www.tay.ca)). Applicants are encouraged to obtain same prior to applying.

Applicants are requested to submit a detailed resume, detailing skills and related completed courses, in confidence to the undersigned by **4:00 P.M., Wednesday, August 18, 2010:**

Heather Walker  
Head Librarian  
Township of Tay Library, Port McNicoll Branch  
Box 490, Port McNicoll, ON L0K 1R0  
Fax (705) 534-3511  
e-mail: [hwalker@tay.ca](mailto:hwalker@tay.ca)

*We thank all applicants who apply, but only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Act (2001) and in accordance with the Municipal Freedom of Information and Protection to Privacy Act will only be used for candidate selection.*